



880 503-01

(Over)

|   |   |
|---|---|
| X | a. Is this the official copy of the series?<br>If not, where is it?   |
| X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.  |
| X | c. Is this a vital record?  |
| X | d. Does this series have historical or long term research value?  |
| X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?  |
| X | f. Is the information contained in this series ever published? If yes, attach copy. <u>Student Assessment Annual Summary</u>  |
| X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?<br>If yes, attach copy. <u>"Student Assessment Annual Summary" and "Student Assessment in Georgia"</u> |
| X | h. Is there a duplication of this series in your office, or in another office or agency?<br>If yes, where? <u>Local School Systems</u>  |
| X | i. Is this series (or a major portion of it) regularly microfilmed?   |
| X | j. Does the record series result in a computer printout?  |

# 11. Retention Requirements

The following requires the series to be kept:

- |                                       |  |
|---------------------------------------|--|
| a. State Law _____ years.             | d. Audit period _____ years.                   |
| b. Statute of limitation _____ years. | e. Administrative need <u>6</u> years.         |
| c. Federal law _____ years.           | f. Federal retention instructions _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.  
Other Department Sections such as Compensatory Education, Special Education, Chapter I and Curriculum Services analyze statistics to establish program needs. Records are also open to the public for research.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other School Year \* then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 5 year(s); then (\*8/15/yr thru 8/14/yr)
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

|  |                |  |                |
|--|----------------|--|----------------|
| Agency Head/Designee (Signature)   | Date           | Records Management Officer (Signature)           | Date           |
| <i>Dilly E. L. L...</i>  | <u>4/29/88</u> | <i>Vickie O. O...</i>                            | <u>4/28/88</u> |
| Recommendations in paragraph 12 are approved.<br>(If disapproved, attach letter of explanation.) |                | State Records Committee (Signature)              | Date           |
|  |                | State Auditor/Designee <i>William H. H...</i>    | <u>6-29-88</u> |
|  |                | Secretary of State/Designee <i>Edward Weldon</i> | <u>6/27/88</u> |
|  |                | Attorney General/Designee <i>Raymond S. S...</i> | <u>130/88</u>  |